



STATE OF TENNESSEE
DEPARTMENT OF COMMERCE & INSURANCE
State Fire Marshal's Office
Division of Fire Prevention, Codes Enforcement Section
500 James Robertson Parkway, Davy Crockett Tower
Nashville, TN 37243-1162
Phone: 615-741-7190 Fax: 615-253-3267
<http://tn.gov/commerce/sfm/whatwedoPr.shtml>

PLAN/DOCUMENT SUBMITTAL COVER LETTER

(This Cover Letter must be Included with ALL Non-Portal Submittals to this office)

PRELIMINARY MEETING WITH _____ ON _____
Plans Examiner Meeting date

DATE SUBMITTED: _____

TFM # (if known): _____ SBC # _____ PROJECT # _____

☐ INITIAL SUBMITTAL NUMBER OF SHEETS IN ONE (1) PLAN SET _____
☐ RESUBMITTAL

PROJECT NAME: _____

PHYSICAL ADDRESS OF PROJECT: _____

PLANS EXAMINER (IF KNOWN): _____

PERSON SUBMITTING DOCUMENTS: _____

FIRM SUBMITTING DOCUMENTS: _____

PHONE NUMBER: _____ EMAIL _____

DOCUMENTS BEING SUBMITTED:

Plans must be submitted through the use of the internet portal (<http://www.tennesseeanytime.org/tnsfmo/>)
or by submitting one set of paper plans and one pdf digital version of those plans. A letter is required certifying that paper
plans and the pdf digital version are identical.

- ☐ Construction Plans
- ☐ Specification Manual
- ☐ Sprinkler Shop Drawings (Signed and Dated by the RME, and
Reviewed and Stamped as Approved by the Engineer of Record)
- ☐ Addenda/Architectural Supplemental Instruction (ASI/Change Order, Etc.
- ☐ Other _____

Fee Amount: _____

Plan/Document Submittal Note for Mail Deliveries
IF THERE IS NO FEE INCLUDED IN THIS SUBMITTAL, I.E., IT IS AN ADDENDA, REVISED PLANS, ETC.,
LABEL THE OUTSIDE OF THE PACKAGE, IN LARGE PRINT, "NO FEE INCLUDED".

